

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a generic Risk Assessment for dealing with the current Covid-19 situation within UK OOH industry workplaces - in the field. It is not likely to cover all scenarios and CCUK workers or contractors should consider their own unique circumstances.

To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

### 5 June 2020

Loss of life from contracting COVID-19	Fatal – 5	5	10	15	20	25
Total permanent disabilities from contracting COVID-19 (unable to return to work)	Life Changing Illness – 4	4	8	12	16	20
COVID-19 illness that incapacitates an employee for an extended period beyond self-isolation period (14 days)	Extended absence following illness – 3	3	6	9	12	15
COVID-19 illness where an employee is well enough to return to work after self-isolation	Minor illness – 2	2	4	6	8	10
Very minor symptom – unsure if COVID - 19 related or not	Insignificant illness – 1	1	2	3	4	5
Severity x Likelihood		Infrequent – 1	Unlikely – 2	Possible – 3	Probable - 4	Certain - 5
		Remote but not impossible	Not likely to occur under normal circumstances	Unlikely to occur with controls in place but still as the ability to happen	More likely to occur than not and poses a danger to technicians working on site	This is definitely going to happen, meaning the works should be stopped immediately

1-3	<b>Low Risk</b>	No further controls required.
4-8	<b>Medium Risk</b>	Adequate controls in place, requires monitoring at all times with further controls added where necessary
9-12	<b>High Risk</b>	Works are halted until an On-Site Risk Assessment (FRM-021) is carried out and further controls put in place before works commence
15-25	<b>Very High Risk</b>	Works must stop and other processes reviewed

What are the hazards?	Who might be harmed and how?	Risk Rating			Measures to Control the Risks.	Ongoing Action(s)	Risk Rating		
		S	L	R			S	L	R
Exposure to COVID-19 in office canteen areas during breaks.	Individual employees Contractors Visitors	3	5	15	<ul style="list-style-type: none"> <li>Stay on site and do not use local shops.</li> <li>Bring pre-prepared meals and refillable drinking bottles from home.</li> <li>Eat at desk or in designated areas</li> <li>Stagger break times to reduce congestion.</li> <li>Hand washing facilities should be available, or hand sanitiser should be available at the entrance of any room where people eat and used by people entering and leaving the area.</li> <li>Sit 2 meters apart in canteen areas.</li> <li>Provide sanitation stations so people can wipe down areas before and after use.</li> <li>Tables should be cleaned between each use.</li> <li>All rubbish should be put straight in the bin and not left for someone else to clear up.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> <li>PPE – disposable gloves to be worn for cleaning activities.</li> <li>No visitors in rest areas</li> </ul>	Supervision and Monitoring by management  Enhanced cleaning regime in eating areas  On-going communication/ reminder of expected behaviour	3	2	6
Exposure to COVID-19 during general travel.	All employees	3	5	15	<ul style="list-style-type: none"> <li>Do not travel if you can work from home.</li> <li>Use teleconferencing for meetings.</li> <li>Follow national government advice.</li> <li>Limit use of public transport.</li> <li>Where travel is essential, use private single occupancy vehicles where possible or maintain social distancing.</li> </ul>	Management checks  Provide suitable equipment and platforms for remote meetings (i.e. Zoom, Skype/ MS Teams)	3	2	6

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					<ul style="list-style-type: none"> <li>Stagger start and finish times to reduce travel congestion</li> </ul>	and instruction and training if needed.			
Exposure to COVID-19 through poor hygiene in the office and on site.	All employees Contractors	3	5	15	<ul style="list-style-type: none"> <li>Encourage all employees to adopt hygiene precautions e.g. frequent hand washing.</li> <li>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Dry hands thoroughly using paper towels or warm air dryers.</li> <li>Provide gel sanitisers in any area where washing facilities not readily available.</li> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>Provide sanitation stations so people can wipe down areas before and after use.</li> </ul>	Management checks  On-going communication/ reminder of expected behaviour	3	2	6
Suspected COVID-19 case in the office or on site	All employees Visitors Contractors	3	5	15	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>Return home immediately.</li> <li>Avoid touching anything.</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	Monitoring  Enhanced cleaning regime in area occupied by ill individual	3	3	9

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Exposure to COVID-19 during cleaning of street furniture including bus shelters and APC's.	Field Technicians/ operatives Members of the public	3	5	15	<ul style="list-style-type: none"> <li>Where possible and practical you should plan work to avoid close working and to ensure social distancing. Certain tasks require two people to work closely therefore, in so far as its possible, reducing the occasions this type of work is carried out is preferred.</li> </ul> <p><b>The following PPE use is mandatory.</b></p> <ul style="list-style-type: none"> <li>PPE – safety glasses/ face shields</li> <li>PPE – disposable gloves. Gloves must be changed immediately once the activity has been completed</li> <li>PPE – disposable coveralls or aprons. Where overalls are not available or suitable use regular workwear and wash daily.</li> <li>Single use PPE should be disposed of, to avoid being reused.</li> <li>PPE should be put on and removed in an order that minimises the potential for cross contamination i.e.:               <ul style="list-style-type: none"> <li>Hi vis on</li> <li>Face shield / goggles on</li> <li>Gloves on</li> </ul> </li> </ul> <p>Then:</p> <ul style="list-style-type: none"> <li>Gloves off</li> <li>Face shield / goggles off</li> <li>Hi vis off</li> </ul> <ul style="list-style-type: none"> <li>Do not touch face.</li> <li>COSHH Assessment – disinfectant.</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard</li> </ul>	Site Monitoring Management checks	3	2	6

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					<p>surfaces, floors, benches, door handles and sanitary fittings.</p> <ul style="list-style-type: none"> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags.</li> <li>• Use Gel hand sanitiser after completion of work.</li> </ul>				
Exposure to COVID-19 during construction, posting and maintenance of advertising sites <b>indoors</b> (rail stations, bus depots, underground stations, airports and shopping malls).	Field Technicians/ Operators Other workers Contractors Members of the public	3	5	15	<ul style="list-style-type: none"> <li>• Where possible and practical you should plan work to avoid close working and to ensure social distancing. Certain tasks require two people to work closely therefore, in so far as its possible, reducing the occasions this type of work is carried out is preferred.</li> </ul> <p><b>The following PPE use is mandatory.</b></p> <ul style="list-style-type: none"> <li>• Wash your hands for 20 seconds using soap and water when entering and leaving the site.</li> <li>• Provide gel sanitisers in any area where washing facilities not readily available.</li> <li>• Comply with individual landlord rules and requirements.</li> <li>• PPE – safety glasses/ face shields</li> <li>• PPE – disposable gloves. Gloves must be changed immediately once the activity has been completed</li> </ul>	<p>Site monitoring</p> <p>Management checks</p> <p>Provide guidance/ reminders about putting on, removing and disposable of PPE</p> <p>On-going communication/ reminder of expected behaviour</p>	3	2	6

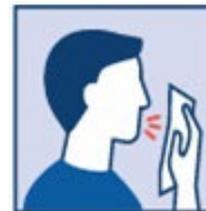
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					<ul style="list-style-type: none"> <li>PPE should be put on and removed in an order that minimises the potential for cross contamination i.e.:               <ul style="list-style-type: none"> <li>Hi vis on</li> <li>Face shield / goggles on</li> <li>Gloves on</li> </ul> </li> <li>Then:               <ul style="list-style-type: none"> <li>Gloves off</li> <li>Face shield / goggles off</li> <li>Hi vis off</li> </ul> </li> <li>Single use PPE should be disposed of, to avoid being reused.</li> <li>Re-usable PPE should not be shared between workers and should be cleaned after every use.</li> <li>Keep groups of workers in the same teams, and as small as possible.</li> </ul>				
Exposure to COVID-19 during construction, posting and maintenance of advertising sites <b>outdoors</b> (roadside, rail stations, supermarkets).	Field Technicians/ Operatives Other workers Contractors Members of the public	3	5	15	<ul style="list-style-type: none"> <li>Where possible and practical you should plan work to avoid close working and to ensure social distancing. Certain tasks require two people to work closely therefore, in so far as its possible, reducing the occasions this type of work is carried out is preferred.</li> </ul> <p><b>The following PPE use is mandatory.</b></p> <ul style="list-style-type: none"> <li>Comply with individual landlord rules and requirements.</li> <li>PPE – safety glasses/ face shields</li> <li>PPE – disposable gloves. Gloves must be changed immediately once the work activity has been completed</li> </ul>	Site Monitoring Management checks  Provide guidance/ reminders about putting on, removing and disposable of PPE  On-going communication/ reminder of expected behaviour	3	2	6

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					<ul style="list-style-type: none"> <li>Wipe any surface that could be touched by others with cleanser or disinfectant wipes before and after work</li> <li>PPE should be put on and removed in an order that minimises the potential for self-contamination</li> <li>Single use PPE should be disposed of, to avoid being reused.</li> <li>Re-usable PPE should not be shared between workers and should be cleaned after every use.</li> <li>Keep groups of workers in the same teams, and as small as possible.</li> </ul>				
Exposure to COVID-19 when Driving at Work – single driver – vehicle not shared between drivers	Driver	3	3	9	<ul style="list-style-type: none"> <li>When travelling at work or between site locations, workers should travel alone.</li> <li>Do not share vehicles between drivers</li> <li>Wash hands for 20 seconds using soap and water or hand sanitiser before entering and after getting out of the vehicle.</li> <li>Regularly clean the vehicle using standard cleaning products.</li> </ul>	Supervision and Management checks	3	1	3
Exposure to COVID-19 when Driving at Work and single occupancy is not possible – driver and passengers or vehicles shared between drivers	Driver Passengers	3	5	15	<ul style="list-style-type: none"> <li>If there is no reasonable alternative to sharing a vehicle, then people should share with the same individuals and with as the minimum number of people at any one time.</li> <li>If possible, maintain a distance of two metres.</li> <li>Maintain good ventilation in the vehicle.</li> <li>PPE – wear a face mask, impermeable disposable gloves</li> </ul>	Supervision and Management checks  On-going communication/ reminder of expected behaviour	3	3	9

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					<ul style="list-style-type: none"> <li>Wash your hands for 20 seconds using soap and water or hand sanitiser before entering and after getting out of the vehicle.</li> <li>Provide gel sanitisers in any area where washing facilities not readily available.</li> <li>Wipe any surface that could be touched by others with cleanser or disinfectant wipes before and after work</li> <li>Regularly clean the vehicle and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</li> </ul>				



**Wash your hands.**



**Use a tissue for coughs and sneezes.**



**Avoid touching your face.**